

# Policies

---

**Newport Public Schools**

**No. 3240**

**Business - Procurement – Sole Source**

**Procurement & Emergency**

**Procurement**

---

Page 1 of 1

A contract may be awarded for a supply, service, or construction item without competition when, under published regulations, the purchasing officer determines, in writing, that there is only one source for the required supply, service, or construction item.

Notwithstanding any other provision of this policy, the purchasing agent may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions as defined in regulations or where the procurement shall be in the best interest of the school department as established by properly promulgated rules and regulations; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances.

A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.